

SECTION I – Understanding of Grant Parameters

1. Please answer “YES” to confirm that you have read the following information and that you have read and understood the conditions therein.

PURPOSE: Good Works Indiana seeks to encourage the full energy of the State of Indiana to enhance the community building work of faith-based organizations, neighborhood associations and other value-shaping institutions – the organizations that are uniquely designed to support families, provide activities for children and strengthen community renewal. Grants will be made through the Good Works Indiana Strengthening Families Fund (GWIN-SFF) to support employment related services for low-income families with children. Grant recipients agree to adhere to TANF (Temporary Assistance to Needy Families) per Federal guidelines.

LIMITS: Grants will range from \$5,000 - \$10,000 and are based on invoicing the INOFBCI for reimbursement of costs.

ELIGIBILITY: Any State of Indiana community-based/faith-based organizations providing services intended to assist low income families. Suggested Services Include Transportation Assistance, After School Care, Résumé Writing, Computer Training, Interviewing Skills, Employment Training, and Reentry Transition Skills. Diversity of organizations and existing state funding are factors in awardee selection. An organization that currently uses extensive state funding is strongly encouraged to partner with another that does not.

APPLICATION DEADLINES:

Applications must be submitted online by 11:59PM Eastern Standard Time of the following dates:

Monday, March 28 / Tuesday, May 31 / Monday, July 25

*Incomplete applications will not be considered.

AWARDS GRANTED: May / July / September

*The first reimbursement allocation will occur after the first completed report is received. Completed reports must include details of the reimbursable activities (per the proposed budget), client data, summary of grant project activity, and benchmarking of client achievement. All subsequent allocations must be preceded by completed reports.

The Good Works Indiana Strengthening Families Fund is administered by the Office of Faith-based and Community Initiatives. Please direct any written correspondence to

The Office of Faith-based and Community Initiatives
Attn: Derek Trovillion
302 West Washington Street, RM E012
Indianapolis, IN 46204

For further information or assistance, please contact Derek Trovillion at dtrovillion@ofbci.in.gov or at 317-234-4031.

• **Yes**

• **No**

2. Please answer “YES” to confirm that you have read the following information and that you have read and understood the conditions therein.

Please note that your organization may do some of the following items, like cash assistance, but GWIN-SF funds cannot be used to reimburse the cost of such items (so please don't budget for GWIN-SF to cover them).

GWIN-SF GRANTS WILL NOT BE AWARDED FOR THE FOLLOWING:

- Applications non-compliant with Federal TANF guidelines (see website for TANF guide)
- Individuals applying or having a direct benefit
- Funds used as debt relief
- Medical assistance of any kind
- Programs or activities without logical or direct employment support for low income families
- Cash assistance of any kind - cash, payments, vouchers, or any other form of payment designed to meet a family's on-going basic needs (i.e. for food, clothing, shelter utilities, household goods, personal care needs and general incidental expenses)
- Strictly social events
- Incomplete/Inaccurate applications
- Funds that have no direct impact in regard to TANF assistance (i.e. t-shirts, awards, funding part of large, non-programmatic project)
- Salaries more than 25% of grant request (i.e. a \$10,000 request's max salary amount is \$2,500)
- Administrative costs exclusively (salaries are an administrative cost)
- Capital expenditures exclusively
- Physical improvements to property

Note: OFBCI accepts one GWIN proposal per organization per deadline. OFBCI awards one GWIN grant per funding year per organization.

• **Yes**

• **No**

SECTION II

1. Legal Name of Organization

2. Trade Name / "Doing Business As" Name (if not applicable, repeat previous answer)

3. Employer Identification Number / Federal Tax ID

4. Primary Contact Person / Title

5. Street Address

6. City

7. Zip Code

8. Mailing Address

9. City

10. Zip Code

11. County

12. Primary Phone Number

13. Type of Phone

14. Secondary Phone Number

15. Type of Phone

16. Primary Email Address

17. Secondary Email Address

18. Website address (if applicable)

Questions 19-21 are merely so we can track overlap of our programs:

19. Is your organization a recipient of an AmeriCorps*State Grant?

20. Is your organization a recipient of an Access To Recovery (ATR) grant?

21. What best characterizes your organization:

- ***A Secular, Community-Based Organization***
- ***A Faith-Based Organization***

SECTION V – Questions on Programmatic Design

- 1. Please clearly state your organizations mission*
- 2. Please clearly state your organization's vision*
- 3. Please clearly state your organization's objectives*
- 4. GWIN-SF Microgrant applications must be requests of no less than \$5,000 and no more than \$10,000: how much is your organization applying for in this grant application?*
- 5. Which of the following GWIN-eligible service areas are you engaged? (check all that apply)*
- 6. If you checked "Other" in the previous question, you must explain here.*
- 7. Which of the following GWIN-eligible service areas is the primary service that will be reinforced by a GWIN-SF grant?*
- 8. If applicable, which of the following GWIN-eligible service areas is the secondary service that will be reinforced by a GWIN-SF grant?*
- 9. How would a \$5,000-\$10,000 micro-grant assist your agency's ability to provide services to TANF-eligible families? (Please be as detailed as necessary and reference tangible fund leveraging capabilities - the resources you bring to the table, monetarily, in-kind, and in collaborative support to assist the clients you focus upon)*
- 10. As a raw number, how many TANF-eligible families does your organization currently serve?*
- 11. As a raw number, how many additional TANF-eligible families would your organization serve as a result of this micro-grant?*
- 12. How would you sustain your program / program expansion after an initial micro-grant funding? (Please provide a plan based on prior funding success, current capabilities, and realistic opportunities that can allow your organization to continue)*
- 13. Please describe your measurable outcomes and plan of evaluation, describing how you will facilitate feedback from clients, staff, and any community partners who can help ensure growth in the quality of the program.*

SECTION VI –Additional Requirements and Documentation

1. Organizations are required to submit, as an electronic attachment, several documents that determine the programs eligibility.

These documents include:

- State Vendor Information Form, SF-53788, available here:
<https://forms.in.gov/Download.aspx?id=7159>
- An excel sheet including the organization's board list with names and addresses of officers
- Articles of Incorporation and/or By-Laws
- Secretary of State or IRS ruling of tax exemption An organization must click "Yes" below to acknowledge that these conditions must be met in order to be considered for a GWIN micro-grant.

An organization must answer "YES" below to acknowledge that these conditions must be met in order to be considered for a GWIN micro-grant.

- ***Yes, I have submitted these before or will submit these within 24 hours of completing this application.***

OR

- ***No, I decline and will forgo immediate consideration for this grant.***

2. Checklist for other attachments.

Organizations are required to submit, as an electronic attachment, several documents that substantiate the programs design.

These documents include:

- A Schedule of Implementation / Events Timetable / List of Expected Benchmarks relative to the program year
- A detailed budget of the proposed program, following the format listed here:
<http://www.in.gov/ofbci/2530.htm>
- Bids / Quotes / Estimates that substantiate the costs within the proposed budget that will be paid for by grant funds (equipment pricing from online vendors; quotes for cost and deliverables from contractors you will use; salary breakdowns for staff; etc)

An organization must answer "YES" below to acknowledge that these conditions must be met in order to be considered for a GWIN micro-grant.

- ***Yes, I have submitted these before or will submit these within 24 hours of completing this application.***

OR

- ***No, I decline and will forgo immediate consideration for this grant.***

3. ADDITIONAL GUIDELINES AND INFORMATION

- Keep requests between \$5,000 - \$10,000 (no more, no less)
- Do not count on grant funds paying for prohibited items. Your organization can give cash assistance, but the GWIN-SF grant cannot pay such activities.
- Please make sure your application is complete (include ALL requested documents, answer all questions, provide all information requested).
- Please keep your application concise and focused on how you can make the most positive impact with a GWIN-SF grant.
- The OFBCI recommends planning collaborations that complement your programming and include relationship-building with other organizations.
- Feel free to provide a cover letter that directly precedes your answers to programmatic questions.
- Feel free to provide up to three letters of endorsement or documents of program substantiation.
- Plan your program sustainably – in this economy, funding sources are not guaranteed to be available for another grant cycle.
- Account for all that you are leveraging – For example, if you have volunteers who devote hours, account for them. If you have supporters who will donate items to complement grant funds and will help your program work (like computers), account for their value.
- Spread the word about the grant – share the application with your neighborhood organizations (though funding is limited, most funding decisions have come down to whether applicants have a program that is appropriate and functional and whether they have provided a complete application).
- Notification of award will come within five (5) weeks from the cycle deadline
- HAVE GENERAL QUESTIONS? Please visit: <http://www.in.gov/ofbci/2515.htm>
- HAVE SPECIFIC QUESTIONS? From 8:30am until 5 pm you can call 317-234-4031 or email DTROVILLION@OFBCI.IN.GOV

An organization must answer "YES" below to acknowledge that these conditions must be met in order to be considered for a GWIN micro-grant.

- ***Yes, I have read, understood, and considered the "Additional Guidelines and Information"***

OR

- ***No, I decline and will forgo immediate consideration for this grant.***